



INVITATION FOR BID
IFB 2010-44

NSP Demolition 2 and Associated Asbestos Removal/Mitigation

The Town of Bluffton is soliciting sealed bids from qualified companies to demolish and dispose of unsafe and/or abandoned structures and accumulated debris at **4** properties within the Town of Bluffton, SC. In addition, Contractors will also be required to remove/mitigate asbestos as prescribed in the asbestos testing reports. The **four** locations contain a mixture of manufactured homes, stick built construction, cinderblock construction, construction debris, tires, white goods, and various other types of debris. (Attachment 1: map of locations. To be provided at pre-bid)

This project is being funded by the federal Neighborhood Stabilization Program (NSP) which is part of the larger ARRA (economic stimulus) program. Women-owned companies, minority-owned companies, companies owned by individuals on public assistance or living in public housing, and small businesses that are located within the project neighborhoods are encouraged to apply. Bid preparation assistance for first time bidders may be obtained via the SC Small Business Development Center. Companies submitting bids must be owned by US citizens and are also required to be located within South Carolina. Bidders must be qualified and properly licensed and insured to perform the required scope of work for this project. Bidders will be required to abide by all federal, state, and local labor laws to include: EEO, fair wage, workers compensation, etc. and will be subject to Town of Bluffton oversight to confirm compliance.

A second mandatory pre-bid meeting will be conducted, beginning at 10 am March 2nd, 2010 at Bluffton Town Hall, 20 Bridge Street. The meeting will begin with a discussion of the project requirements, including: Fair Wage Law and the minimum wages that must be paid, job creation and job training opportunities that must be provided, referrals for bid preparation assistance, and other crucial information. This will be followed by a question and answer session. After the indoor meeting, Town staff will conduct a tour of all of the project locations. Participating contractors will be required to visit every job site –no exceptions- so please dress appropriately.

In order to be eligible to bid, companies must either attend this meeting *or* have attended the previous meeting that occurred on February 23rd. Contractors who do not attend either of these meetings *will not* be allowed to submit a bid on this project. Attendees arriving at the meeting after 10:05am will be prohibited from entering, so please plan accordingly.

Sealed bids, including all supporting documentation, are due by 10:00 am March 5th, 2010 at Bluffton Town Hall, 20 Bridge Street, Bluffton, South Carolina, 29910. Bids must be addressed to the Town Clerk and be clearly marked as: **IFB 2010-44, Demolition 2. *Bids will be opened and publicly recorded at 10:05am on March 5th.*** The Town reserves the right to accept any, all, or no portions of submitted bids.

Questions should be addressed to Laura Budak at (843) 706-4547, emailed to lbudak@townofbluffton.com, or faxed to (843) 706-4575. *The cut off for submitting questions will be 3pm on Wednesday, March 3rd.* Bidders will be asked to submit their e-mails and/or fax numbers at the pre-bid meeting so that they may receive the latest information. In addition, all questions and answers will be posted on the Town's website www.townofbluffton.com. Please check for updated information prior to submitting your bids.

BACKGROUND

One of the eligible activities funded by the Neighborhood Stabilization Program is to demolish privately-owned, blighted structures in what have been identified as "areas of greatest need". The purpose is to decrease the potential for slum in areas that have already been hit hard by foreclosures by removing structures that are unsafe or have been abandoned by their owners due to lack of funds needed to maintain or inhabit the structures. In addition to being unsightly, these structures are believed to pose a treat to public safety and to degrade the quality and property values of the surrounding neighborhood. The current project is the second round of demolitions funded by the program.

Note: In addition to demolition of the structures, contractors bidding on this project must also be fully licensed to perform asbestos removal/mitigation. Note: The Town expects to have the asbestos report no later than 3/1. Copies of the asbestos report will be shared at the pre-bid meeting on March 2nd and will be posted on the Town's website that same day as well.

. The locations that have been approved for NSP Demolition 2 are:

- 50 Wharf Street
- 51 Wharf Street
- 12 Dubois Lane –Deleted, no longer part of bid
- 18 Dubois Lane
- 134 Simmonsville Road
- 162 Simmonsville Road –Deleted, no longer part of bid

Contractors shall not access any of these locations during the bid preparation period without a Town official present.

PROJECT OBJECTIVE

The objective of this project is to remove all structures on the identified properties, to remove all debris both in the structures and on the property around those structures, and to leave the ground empty, level and ready for seeding. Note: Seeding will not be part of the Scope of Work for this project.

SCOPE OF WORK

The tasks described in this section are not necessarily "all-inclusive" and offerors should include in their proposals all tasks and services they deem necessary to satisfactorily complete the Project Objective stated above.

For the purposes of this project, demolition must include:

- Contractor must obtain all required permits for asbestos removal
- Removal and proper disposal of all asbestos materials as described in the asbestos inspection as well as obtaining any permits and coordinating any inspections required as part of that project and as will comply with all applicable SC DHEC regulations
- Removal and disposal of the entire built structure or manufactured home

- Removal and disposal of all contents of the structures
- Removal and disposal of the foundation or piers, if present
- Provide fill dirt as needed and grade area to surrounding ground level
- Remove and disposal of abandoned septic tanks, if present and fill holes left behind
- Cap off all utilities (Town will confirm with local utilities that services are not “live”)
- Removal of temporary service electric pole, if applicable
- Removal and disposal of all appliances and white goods on property
- Removal and disposal of tires on property, if present
- Removal and disposal of all construction debris, such as boards, bricks, and paint cans
- Removal and disposal of any other visible man made litter and debris on the properties, unless specifically told by Town staff that a particular item must stay.
- Removal of any natural debris (such as fallen tree limbs, trees leaning on the structures, etc.) as directed by Town of Bluffton staff
- Final grading of each property to ensure even ground level. (Note: fine grading not required.)

OTHER REQUIREMENTS

- Although not required at time of bid, the contractor will be required to obtain a Town of Bluffton business license before being awarded the contract. The Town Business License Office may be contacted at: 843-705-4501.
- Contractor will attend a pre-construction, kick-off meeting with Town staff to discuss the project schedule and confirm their understanding of the project.
- Contractor shall perform the project work in accordance with all applicable federal, state and local laws and regulations and will be responsible for ensuring that any subcontractors who are utilized comply as well.
- Contractor shall be responsible for obtaining all required permits (note: any Town fees will be waived), provide equipment, labor and supervision, etc. needed to complete the project.
- Contractor shall properly dispose of all materials in accordance with all federal, state and local rules and regulations governing waste disposal and recycling. Contractor shall be responsible for all disposal costs. The Town’s designated Project Manager reserves the right to receive copies of load tickets or other information to confirm proper, legal disposal.
- Contractor shall use low impact/environmentally sensitive methods for debris removal whenever possible, and to recycle as much material that is removed as possible.
- Contractor shall furnish and install tree protection and silt fence in accordance with Town ordinances and as directed by the Town staff (See Attachment 2). Neither the contractor’s employees nor their equipment may cross into protected areas. The Town’s designated Project Manager reserves the right to temporarily delay or stop work if the proper environmental protections are not in place.
- To the greatest extent possible, staging of equipment and execution of project work shall be done in a manner that does not interfere with adjacent residents or prohibit them access to their properties. If the Contractor anticipates that their work will impact an adjacent homeowner or receives a complaint that a homeowner has been impacted, they must report the situation to the Town’s designated Project Manager. The Town’s Project Manager will be the point of contact with all citizens.

- Work shall be performed between 7am and 5pm *only*. No work shall be performed on Sundays unless authorized in advance by the Town. If Saturday work is planned, please note that on the schedule you will be requested to provide as part of your bid submittal.
- All portions of the demolitions must be removed, to include scrap metal and other materials. Contractors may sell all materials and retain any proceeds from the sale of such materials. It is the Town's goal that any profit earned by the contractor will offset the cost for their services.
- Contractor will be expected to provide a schedule of anticipated tasks and status report on a weekly basis. This list must also include site supervisor and their contact information as well as the names and contact information of any subcontractors being utilized that week. All persons listed as a point of contact must speak fluent English so that problems can be communicated effectively.
- Subcontractors: Should the Prime Contractor wish to utilize subcontractors on this project, they must present a list of those subs, as well as their appropriate licensing, insurance, and qualifications *at time* of bid. Should the Contractor need to substitute a different company during the course of construction, the Town's Project Manager must be notified and all of the same information must be supplied for the new subcontractor before they are utilized. The Town reserves the right to prohibit subcontractors on a case by case basis if they are found not to be licensed to perform the work they have been hired for, are uninsured, have accrued numerous and/or egregious safety violations, or have been debarred from federally-funded projects. Note: At all times, the Prime Contractor will be responsible for the performance and conduct of their subcontractors.
- Change Orders: Any change orders for the project must be submitted by Contractor and approved by a Town representative *in writing* (via e-mail or correspondence) before the additional work is performed. All change orders must include a justification for the additional amount requested and must describe the work to be performed
- Public safety must be considered at all times. The Contractor must take precautions at all times to utilize and store materials and equipment in a way that will prevent injury to citizens. Before leaving for the day, Contractor must ensure that proper signs, caution tape, physical barriers or other devices as needed to signal a hazard or restrict public access are in place.
- In addition, the Contractor must insure the safety of their workers by adhering to industry best practices, OSHA safety, and traffic safety guidelines as applicable for the activity being performed. The Town's designated Project Manager reserves the right to temporarily stop work if they see an unsafe practice and to suspend work until the issue is addressed.
- The contractor shall maintain Worker's Compensation, Auto Liability, and General Liability Insurance at all times during this project

SPECIAL GRANT-RELATED REQUIREMENTS

- Fair Wage Requirements:
 - 1) Any contracts entered into by federal agencies or agencies receiving federal funds through grants, legislative actions, or other means are required to abide by the requirements of the Fair Wage Act. This Act requires contractors and subcontractors to pay their employees in various classes/trades no less than the wage rates and "fringe" (health & welfare) benefits that are determined by the Department of Labor, Wage and

Hours Division to be standard (prevailing) in the locality where the work is being performed.

- 2) The primary contractor required to compensate their own employees *at least* as much as the hourly “prevailing wage” stated in the official Wage Determination for the project, *and is also responsible for ensuring that any subcontractors they hire compensate their employees with the same hourly rate (or higher) than the “prevailing wage” as well.*
- 3) Town staff will provide the official Wage Determination at the mandatory pre-bid meeting. In the meantime, anticipated prevailing wages are provided based on our previous demolition project. (See Attachment 4).
- 4) For the duration of the project, any company (whether primary or subcontractors) *will be required to pay any employees directly employed on this project weekly.*
- 5) In addition, copies of their weekly payrolls must be submitted to the designated Town of Bluffton staff member. Town staff are also required to conduct random, spot interviews with workers on the job site(s) to confirm that they are being per the Wage Determination
- 6) A Fair Wage Law poster must be posted at every active jobsite and all employees working on the project must be informed of their rights to adequate compensation.

Section 3 Requirements: Section 3 is one of the federal government’s tools for ensuring that the expenditure of federal economic stimulus funds in economically distressed communities has a “multiplier effect” by providing opportunities for local low- and very low-income persons and qualified businesses for jobs, training, and contracting opportunities.

Each grant recipient as well as their contractors and subcontractors are required to comply with the requirements of Section 3 for *new* employment, training, or contracting opportunities that are created during the course of the project. This responsibility includes:

1. Implementing procedures to notify Section 3 (low and very low income) residentsⁱ and business concernsⁱⁱ about the training and employment opportunities available
2. Implementing procedures to notify Section 3 business concerns about the availability of contracting opportunities or the need to acquire materials for the project
3. Notifying all potential contractors and subcontractors performing work on the projects of their responsibilities
4. Incorporating the Section 3 Clause into all bid solicitations and contracts
5. Providing training and employment opportunities for Section 3 (low and very low income) residents in or near the project area and the awarding of contracts to Section 3 business concerns in or near the project area whenever possible
6. Assisting all contractors and subcontractors in meeting Section 3 requirements
7. Refraining from entering into contracts with contractors that are in violation of, or who knowingly ignore the Section 3 regulations;
8. Documenting all actions taken to comply with Section 3 requirements and retaining those records for a period of 3 years in case of federal audit

Women and Minority Business Enterprises: NSP grant regulations require the following *minimum* affirmative steps are taken to ensure that WBEs and MBEs are afforded every opportunity to participate in NSP generated contracts.

- 1) Placing minorities and women on solicitation lists;
- 2) Taking steps to insure that MBE and WBE firms are solicited when ever they are potential sources;

- 3) Dividing the total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business enterprises, and women business enterprises
- 4) Where the requirement permits, establishing delivery schedules that encourage participation by small and minority business enterprises, and women business enterprises;
- 5) Using the services and assistance of the Governor's Office of Small and Minority Business Assistance (OSMBA) to locate qualified businesses; and
- 6) Requiring subcontractors to take all of the same affirmative steps listed here.

SCHEDULE

Asbestos removal work must commence on site within two weeks of Notice to Proceed, assuming all necessary permits are in place.

- *All* project work (asbestos removal, demolitions, debris removal, and final grading) must be completed no later than 60 days from Notice to Proceed. In the event of rain delays or other unforeseeable events that impact the construction schedule, the Contractor shall submit a request *in writing* for an extension of the project deadline.

BID SUBMITTALS

If a contractor attends the mandatory pre-bid meeting and then decides **not** to bid on the project, the bid package documents should be returned to the Town, marked "No Bid"

Those wishing to submit a bid for the project must provide, at a minimum, the following items:

- Completed bid form (Attachment 4). Note the bid form is laid out in a specific way in order to comply with grant requirements. Please structure your bids accordingly.
- Documents showing appropriate licensing for asbestos removal/mitigation within the State of SC
- Proof of all other appropriate professional licensing as required by the State of SC
- If applicable, either documents showing pre-certification as a woman-owned, minority-owned, small, or disadvantaged business *or* a Completed Business Information Form (Attachment 5) if *self-certifying* as a member of any of the previously mentioned groups)
- A proposed project schedule, including any anticipated road closures or other impact to the surrounding residential neighbors
- A disposal plan for all structures and debris removed from the site
- Two line item costs per property: one for the structure its self and anything inside, and a separate price to remove all other debris/ materials on the property
- 3 references from *different* owners for similar projects performed within the last 5 years, including names and current contact information. Please list any previous experience with federal or state contracts.
- 3 references for asbestos removal/mitigation projects (may be combined with above, but please specifically mention if this is a reference for both)
- Any previous experience with managing projects that had Fair Wage (Davis Bacon or SCA), Section 3, and/or W/MBE requirements
- Proof of Insurance: General Liability (\$100,000 or greater per incident), Workers Comp, Automobile (must be current)

- A *notarized* Non Collusive Affidavit, stating that the bidding contractor is not prohibited from working on federally-funded projects due to any previous misconduct. (Attachment 5)

EVALUATION CRITERIA

The contract shall be awarded based on the following criteria:

- Price
- Company has all appropriate insurance, licensing, and certifications needed to perform work
- References
- A well thought out schedule which is specific about what tasks will be done when
- Ability to provide the entire Scope of Work required for this project
- Ability to meet Fair Wage, Section 3, and W/MBE requirements
- Complete bid submittal package with all required documentation
- A woman-owned, minority-owned, small, or disadvantaged business

Contract will be awarded to the “lowest responsive and responsible bidder”. This term refers to the bidder with the lowest price who has also met all of the requirements: their bid is detailed enough to show what will be done or supplied and how much these items will cost, they have the required licensing and insurance, the references they supplied are generally positive, they have provided any other required documentation that was required to be included with their bid submittal. *Note: incomplete bids will be rejected.*

TOWN OF BLUFFTON RIGHTS

Bids must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date.

The Town reserves the right to refuse any and all bids and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town’s best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure or contract for any articles of goods or services.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods or services.

Attachments:

1. *Map of project locations (to be provided at pre-bid)*
2. *Tree protection and silt fencing information(to be provided at pre-bid)*
3. *Fair Wage Information, based on previous demolition project*
4. *Bid Form*
5. *Business Information Form (for self-certification)*
6. *Non Collusive Affidavit form*